



## King County

### IDENTIFICATION TECHNICIAN

#### Jail ID or Ten-Print Unit

**Sheriff's Office – AFIS (Automated Fingerprint Identification System)**

**Hourly Rate Range \$18.96 to \$24.04 (2005 rates)**

**Job Announcement No.: 05LW5735**

**OPEN: 12/21/05 CLOSE: 1/25/06**

**WHO MAY APPLY:** This position is open to King County employees and the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Human Resources Division, 500 4<sup>th</sup> Ave., Room 450, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) PLEASE NOTE: Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** King County application form, data sheet, screening questionnaire and responses to attached supplemental questions (including the fingerprint card).

**WORK LOCATION (varies by assignment):** King County Courthouse, King County Correctional Facility, Youth Services Center, all of which are in downtown Seattle; and/or the Regional Justice Center in Kent.

**WORK SCHEDULE:** These units operate 7 days/week, 24 hours/day, including holidays. Applicants must be able to work any shift. Assigned shifts, days off, and work locations may vary at management discretion.

**PRIMARY JOB DUTIES : (These duties may vary by position)**

1. Obtain fingerprints using inked methods and/or Live Scan technology.
2. Utilize AFIS database and other records to search for possible fingerprint matches.
3. Compare fingerprints in order to establish identities.
4. Research identities in question, including warrants filed under aliases.
5. Classify fingerprints using the following methods: AFIS, Henry Classification, and/or NCIC.
6. Register convicted sex offenders
7. Obtain DNA swab samples from convicted felons and select gross misdemeanants.
8. Capture photo images of all inmates and registrants using an electronic photo system; create photo montages.
9. Testify in court regarding the fingerprint process.
10. Process and assist in obtaining evidence for latent prints.
11. Utilize good customer service skills and effective communication in performance of daily duties.
12. Use multiple computer systems for various inquiries, updates and entries.
13. File and retrieve materials (numerically and alphabetically) and maintain statistical data.

**QUALIFICATIONS:** Any combination of experience and/or training leading to **Knowledge of:** NCIC and/or Henry Classification and fingerprint comparisons using ridge characteristics; basic fingerprint pattern types and comparison characteristics; office practices and procedures; safety considerations for handling biohazards and caustic chemicals; importance of effective communication. **Skill in:** comparing ten-prints using ridge characteristics; working accurately with details (including alpha and numeric filing); conflict resolution; customer service and dealing effectively with the public. **Ability to:** perform accurate data entry, basic mathematical equations, effectively handle situations involving upset and/or uncooperative individuals; maintain composure if exposed to offensive material on the job; effectively maintain evidence in a custodial setting (secure and record fingerprint, DNA and photo records); maintain confidentiality. Strenuous lifting may be required occasionally.

**NECESSARY SPECIAL REQUIREMENTS:**

All Civil Service applicants must be U.S. citizens who can read and write the English language fluently. All applicants must successfully complete a thorough background investigation, including a polygraph examination.

By the date of hire the applicant must possess a **valid Washington State driver's license**.

A physical examination is also required prior to hire.

By the end of the probationary year, all ID Techs will be required to pass the Henry Classification test.

**UNION MEMBERSHIP:** Positions in this classification are represented by Public Safety Employees Union, Local 519.

Class Code: 7471

**IDENTIFICATION TECHNICIAN  
SELECTION PROCESS**

1. Complete the application packet and submit the King County application form, data sheet, Self-Screening Questionnaire, and the completed Supplemental Questions (including fingerprint card) to the King County Human Resources Division by 4:30 p.m. on the due date. We currently do not accept these applications on-line.
2. The application and self-screening questionnaire will be reviewed. The Supplemental Questions will be evaluated to determine how closely the applicant's qualifications meet the needs of the position.
3. All applicants will be notified, in writing, of the status of their application approximately 4-6 weeks of the closing date. The most qualified applicants will be notified, in writing, for additional testing (classifying ten-prints, making fingerprint comparisons, basic arithmetic, and oral board interviews)
4. After all testing is completed; a Civil Service eligibility list will be developed.

**How to Successfully Compete for Identification Technician**

Some candidates have obtained an overview of the Fingerprint Identification career and some technical training through classes in fingerprint science offered at community colleges such as Bellevue and Green River Community Colleges. These courses usually provide a solid foundation in the NCIC and Henry Classification systems, but may only touch on fingerprint comparison using ridge characteristics. The NCIC is a subset of the Henry Classification system and we are satisfied that knowledge of that system gives you a good foundation to enter this career. We are providing a study guide that will assist you in this process.

Please refer to the Science of Fingerprints PDF file (study guide) at

[http://www.metrokc.gov/ohrm/jobs/assets/05April/The\\_Science\\_of\\_Fingerprints\\_Study\\_Guide.pdf](http://www.metrokc.gov/ohrm/jobs/assets/05April/The_Science_of_Fingerprints_Study_Guide.pdf)

Review this information and it will assist you in responding to the Supplemental Questions and Fingerprint Comparison Sheet sections of this application packet.

Name (please print) \_\_\_\_\_

**IDENTIFICATION TECHNICIAN  
SELF-SCREENING QUESTIONNAIRE**

In order to apply for the King County Sheriff's Office, you must answer the following background questions. Please mark the answer to the questions in the following table. All answers will be verified in the course of the background investigation and polygraph examination for final candidates. **Dishonest answers will be grounds for rejecting your application.** If you have questions regarding the meaning of any statement listed below, **seek clarification before you submit your application:** for questions 1-3 call Identification Unit Supervisors, Laurie Ordonia at (206) 296-7729, Brad Ridgeway (206) 205-8595 or Theresa May (206) 296-7701. For questions 5- 8 (A-E) call the background unit at (206) 205-0883.

<b>1. ARE YOU WILLING TO WORK ANY REQUIRED SCHEDULE?</b> These units operate 24 hours per day, 7days per week. Staff must be willing and able to work any shift assigned to them (day, swing, graveyard), any holidays, and workweeks having any two days off.	YES	NO
<b>2. ARE YOU WILLING TO COME INTO CONTACT WITH POTENTIALLY HAZARDOUS OR OFFENSIVE MATERIALS?</b> May fingerprint inmates who are contaminated with urine, excrement, vomit, blood pathogens, or have personal health problems. Required to fingerprint severely injured patients at hospitals, or on rare occasion, dead bodies for the Medical Examiner. May process evidence for latent fingerprints, using chemicals which can threaten health. Evidence can be pornographic or otherwise offensive.	YES	NO
<b>3. ARE YOU WILLING TO WORK OVERTIME?</b> ID Techs may be required to work overtime.	YES	NO
<b>4. ARE YOU A UNITED STATES CITIZEN?</b>	YES	NO
<b>5. AND ARE YOU ABLE TO READ, WRITE AND SPEAK THE ENGLISH LANGUAGE FLUENTLY?</b>	YES	NO
<b>6. DO YOU NOW HAVE OR CAN YOU OBTAIN A WASHINGTON STATE DRIVER'S LICENSE BY TIME OF HIRE?</b>	YES	NO
<b>7. ARE YOU WILLING TO TAKE A JOB RELATED MEDICAL EXAM?</b>	YES	NO
<b>8. CAN YOU PASS A THOROUGH BACKGROUND INVESTIGATION?</b>	YES	NO
<b>A. HAVE YOU BEEN CONVICTED OF A FELONY AS AN ADULT?</b>	YES	NO
<b>B. HAVE YOU: BOUGHT,SOLD, POSSESSED, TRANSPORTED OR USED MARIJUANA WITHIN THE LAST THREE YEARS?</b>	YES	NO
<b>C. HAVE YOU BOUGHT, SOLD, POSSESSED, TRANSPORTED OR USED ANY OTHER CONTROLLED SUBSTANCE SUCH AS COCAINE, OPIATES, LSD OR OTHER ILLEGAL NON-PRESCRIPTION DRUGS WITH THE LAST FIVE YEARS?</b>	YES	NO
<b>D. HAVE YOU EVER COMMITTED ANY SERIOUS ILLEGAL ACTS (WHETHER OR NOT YOU WERE CAUGHT)?</b> <i>(This does not include crimes such as shoplifting a pack of gum as a juvenile.)</i> <i>Note: Misdemeanors committed after the age of 18 will be screened on an individual basis.</i>	YES	NO
<b>E. DO YOU EXCEED THE 6-POINT DRIVING VIOLATION LIMIT? (SEE chart below).</b>	YES	NO

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**KING COUNTY SHERIFF'S OFFICE DRIVING STANDARDS**  
(For 36 months preceding the date of application)

<u>Violation</u>	<u>Points</u>	<u>Violation</u>	<u>Points</u>
Revocation of driver's license	8	Hit and run (unattended)	6
Denial of issuance of driver's license	8	Driving while driver's license suspended (DWLS)	4
Negligent homicide	8	Speeding in excess of the posted limit:	
Driving while intoxicated (involving an accident)	8	0 - 14 over	2
Driving while intoxicated (no accident involved)	6	15 - 19 over	3
Reckless driving (involving an accident)	8	20 - 25 over	4
Reckless driving (no accident involved)	6	over 25	6
Negligent driving (involving an accident)	6	Convictions or forfeitures for other moving	
Negligent driving (no accident involved))	4	violations:	
Hit and run (attended)	8	each violation involving an accident	4
		each violation not involving an accident	2

## SUPPLEMENTAL QUESTIONS

While performing the ESSENTIAL JOB FUNCTIONS listed on the first page, the Identification Technician may be required to write reports and memos regarding fingerprints taken or comparisons made. It is important that these documents are written clearly and concisely, with a high level of accuracy.

**Raters will assess both content and writing skills in this part of the application process.**

Please type your answers to the following questions on separate plain white 8.5 x 11 inch paper identified by your name and the date on the top of each page you submit.

1. Describe your experience or training in which you learned to resolve interpersonal conflict and work effectively with the public and co-workers. Explain how your experience and/or training demonstrate your ability to effectively communicate in a customer service environment.
2. Are you able to accurately compare and determine whether ten-prints are identical or not? State how you acquired your ability to compare fingerprints using ridge characteristics.
3. Have you been involved in a job where you performed fingerprint identifications? If so, did you ever make a mis-identification (bum-id)? Please describe the circumstances surrounding it.
4. Have you been involved in a job where you were exposed to less than desirable conditions (uncooperative people, bad smells, yelling, negative atmosphere)? Explain how your experience and/or training have prepared you to handle uncooperative people and/or difficult situations.
5. Tell us why you are interested in working as an Identification Technician for the King County Sheriff's Office.
6. To answer this question, you must display a practical knowledge of the NCIC (or Henry) Classification system. You should be able to complete this exercise without reference to your study materials.

A sample of a classified fingerprint card is attached. On the back of the sample, you'll find an additional fingerprint card. Classify this card using the NCIC system.

- Write your name (first and last) at the top of the card where it says "Type or print all information in black."
- Write the classification in the space provided on the fingerprint card.
- You may reference as much as you wish. You will not lose credit by referencing; it can only work in your favor. It is not necessary to show the Henry classification, this step is optional.

# FINGERPRINT COMPARISON SHEET

## INTRODUCTION TO FINGERPRINT COMPARISON

When we say that two fingerprints are identical, we mean that a sufficient number of ridge characteristics, of the same type and in the same relative positions, appear in both prints. If a sufficient number of matching characteristics is found, with no unexplainable discrepancies, we know that both prints were made by the same finger or palm of the same individual.

## WHAT ARE FINGERPRINT CHARACTERISTICS?

The black lines making up an inked fingerprint are made by the ridges on the finger. The points where the ridges divide in two (bifurcate) or come to an end are the two basic types of ridge characteristics, also known as points of identification. There are three other types of features that are basically variations on ending ridges and bifurcations: enclosures, short ridges, and dots.

### WHAT IS A SUFFICIENT NUMBER OF CHARACTERISTICS?

1. Ending Ridge



2. Bifurcation



3. Enclosure (two bifurcations opening toward each other)



4. Short Ridge (two ending ridges close together)



5. Dot



Different agencies have varying standards as to what constitutes a sufficient number of characteristics for comparison of inked prints; King County typically uses ten when comparing ten-prints.

### HOW TO DO A COMPARISON

Make sure you are looking at the same finger on both fingerprint cards (for example, the right thumb). Look for an identical feature on both prints to use as a starting point. Look for a second identical point; make sure that it is in the same position of both prints in relation to your first point. If there are any intervening ridges, count them; the number of intervening ridges should be the same in both prints. Keep doing this until you have enough matching points. Points should not only be of the same type and in the same location but also should have the same direction; for instance, a bifurcation opening upward does not match a bifurcation facing downward.

This is an example of two identical fingerprints. Although the print on the right has additional ridge detail, sufficient matching points can be found to establish that they are from the same individual.



### **PATTERN TYPES AND DISCREPANCIES**

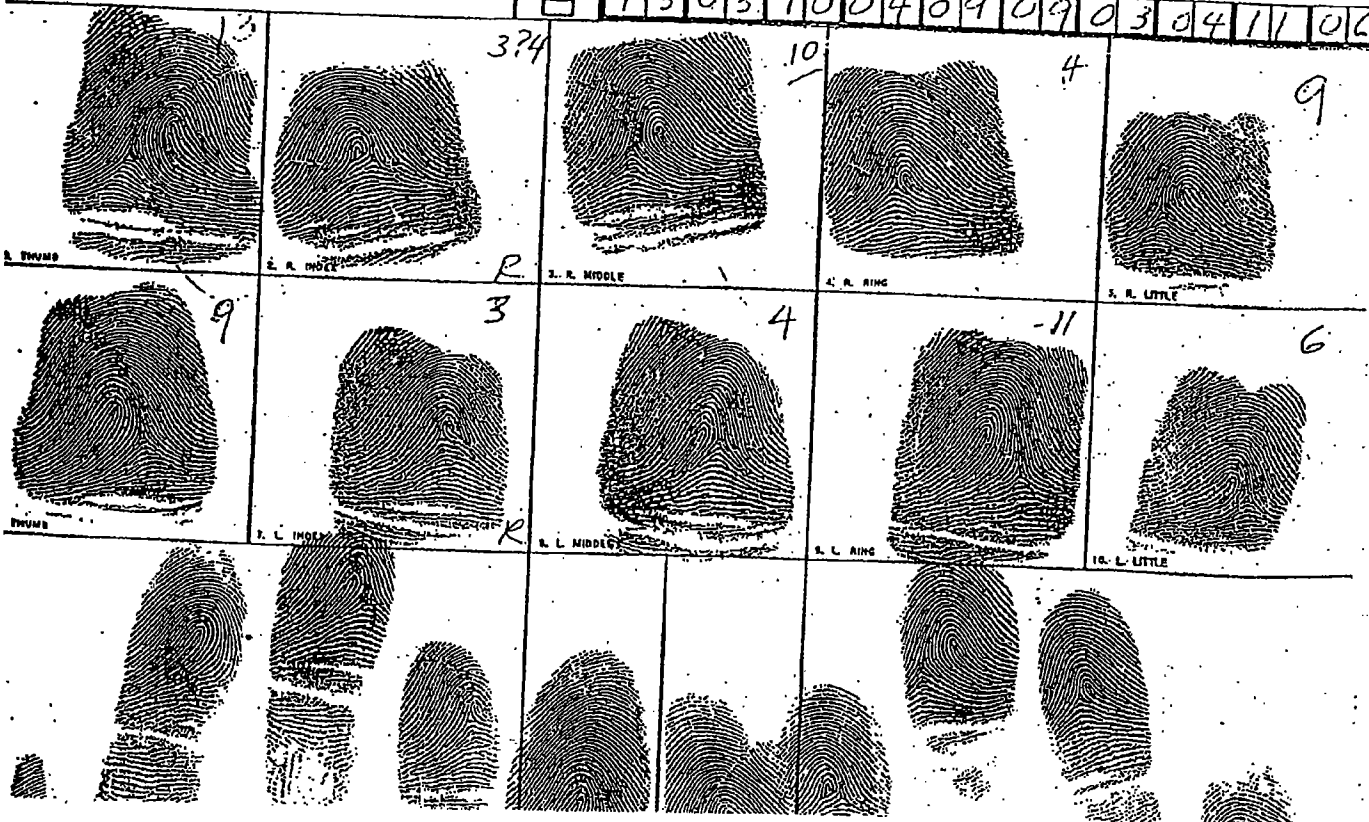
While every fingerprint is unique, there are a few general pattern types: whorls, loops, and arches. It is vital to look not just at the pattern type in comparing prints but to look at the individual points of identification. The example below shows two similar-looking prints that are not identical:



Looking at these two prints, you will notice some similar points, but many more discrepancies. Sometimes discrepancies between prints made by the same person can occur; these would be due to scarring, smudging, too much pressure or over inking of the fingers (which can cause an ending ridge to look like a bifurcation), or creases in the skin (which can change position). When you see features in one print that clearly do not occur in the other, or different ridge counts between similar points, then it becomes obvious the two prints are made by different individuals.

SAMPLE

LEAVE BLANK <b>MASTER</b>		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI LEAVE BLANK	
STATE USAGE 0000000000		LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME	
SIGNATURE OF PERSON FINGERPRINTED <u>X</u>		ALIASES		CONTRIBUTOR ORI: <u>UA0170000</u>		DATE OF BIRTH DOB	
DATE <u>12-22-74</u>		DATE ARRESTED OR RECEIVED <u>DOA</u>		DEPT PUB SAF		Month Year	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <u>[Signature]</u>		YOUR NO. <u>OCA</u>		SEX <u>M</u> RACE <u>W</u> HGT. <u>5</u> EYES <u>B</u> HAIR <u>B</u>		PLACE OF BIRTH <u>POB</u>	
FBI NO. <u>FBI</u>		SOCIAL SECURITY NO. <u>SOC</u>		CLASS, <u>13 M 1 R III 9</u>		REF. <u>S 1 R III</u>	
FEDERAL DISPOSITION		SID NO. <u>SID</u>		LEAVE BLANK		NCIC CLASS - FPC	
		CAUTION <input type="checkbox"/>				1 3 0 3 1 0 0 4 0 9 0 9 0 3 0 4 1 1 0 6	



LEAVE BLANK 40725

**MASTER**

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME MOOLE NAME

FBI LEAVE-BLANK

USAGE

RE OF PERSON EMPLOYED

MAY BE COMPANIZED IN LOCAL, STATE AND NATIONAL FILES

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

SPONTION

ALIASES

CONTRIBUTOR  
ORI

WA0170000  
DEPT PUB SAF  
SEATTLE WASH

DATE OF BIRTH DOB  
Month Day Year

DATE ARRESTED OR RECEIVED DOA

SEX RACE HGT WGT EYES HAIR

PLACE OF BIRTH POB

YOUR NO. OCA

LEAVE BLANK

FBI NO. FBI

CLASS

SID NO. SID

REF

SOCIAL SECURITY NO. SOC

NCIC CLASS - FPC

CAUTION

